

- Item I                    FIRM Bulletin B-5, Interagency Committee on Medical Records
- Item II                  FIRM Bulletin C-3, Revision 1--Federal ADP and Telecommunications Standards Index (replaces FIRM Bulletin C-3)
- Item III                FIRM Bulletin C-27, Revision 1--Reuse of outdated Federal information processing (FIP) equipment
- Item IV                FIRM Bulletin C-30, Replacement of, and screening for, Federal information processing (FIP) equipment under exchange/sale authority
- Item V                 FIRM Bulletin C-31, Use of metric measures in FIP acquisitions
- Item VI                Appendix C, List of Current Issuances - Updated pages
- Item VII               Index - Updated pages

Explanations

- Item I                    Purpose: This bulletin provides information on the Interagency Committee on Medical Records (ICMR) to reflect its background, responsibilities, functions, membership, and meetings.  
(Bul. B-5)
- Item II                   Purpose: This bulletin advises Federal agencies of the availability of the GSA handbook titled "Federal ADP and Telecommunications Standards Index".  
(Bul. C-3/Rev.1)
- Item III                  Purpose: This bulletin provides a listing of outdated FIP equipment and guidelines for determining whether FIP equipment is obsolescent.  
(Bul. C-27/Rev.1)
- Item IV                   Purpose: This bulletin provides guidance on the transfer sale or exchange of FIP equipment pursuant to the provisions of the Federal  
(Bul. C-30)

Date Filed \_\_\_\_\_ Filed By \_\_\_\_\_

Item VI  
(App. C)                      Action: These pages update the list of current FIRMR issuances. Specifically, Section C is updated to reflect the issuance of FIRMR Bulletins B-5, C-27, C-30, C-31, and the revision of FIRMR Bulletin C-3.

Item VII  
(Index)                      Action: The Index is also updated to include the new bulletins.

Filing Instructions

Items I thru II      Remove existing pages and insert revised pages in accordance with the following instructions:

<u>In</u>	<u>Remove Pages</u>	<u>Insert pages</u>
Appendix B	-	Bul. B-5
Appendix B	Bul. C-3	Bul. C-3/Rev. 1
Appendix B	Bul. C-27	Bul. C-27/Rev. 1
Appendix B	-	Bul. C-30
Appendix B	-	Bul. C-31
Appendix C	C-5 & C-6	C-5 & C-6
Index	7, 8, 13, & 17	7, 8, 13, & 17

Pen and Ink Changes

Appendix B      Make the following "pen and ink changes" to the bulletins indicated below:

A-1 On page 2, in paragraph 5, the third line in the address block should be corrected to read Regulations Analysis Division (KMR).

C-8 On page 2, in paragraph 5b, the second line in the address block should be corrected to read Regulations Analysis Division (KMR).

C-9 On page 4, in paragraph 7e(1), the second line in the address block should be corrected to read Regulations Analysis Division (KMR).

C-10 On page 2, in paragraph 5a, the second line in the address block should be corrected to read Regulations Analysis Division (KMR).

C-17 On page 1, in paragraph 4a, the third and fourth lines should read "and Support Division, Technical Support Branch (KEES) on (202) 501-1401 or FTS 241-1683 or FTS 241-1401." On page 2, in paragraph 4b(3), the correct telephone numbers are (202) 501-4083 and FTS 241-4083. On page 2, in paragraph 4b(4), the correct telephone numbers are (202) 501-3566 and FTS 241-3566. On page 3, in paragraph 6d(1), the correct telephone numbers are (202) 501-3308 and FTS 241-3308. Also AUTOVON should now be designated as DSN. On page 3, in paragraph 6d(2), the correct telephone numbers are (202) 501-2661 and FTS 241-2661. Also AUTOVON should now be designated as DSN. On page 3, in paragraph 6d(3), the correct telephone numbers are (202) 501-2014 and FTS 241-2014. (Note: This correction was printed incorrectly in TC 90-2.)

C-18 On page 2 in paragraph 5c, the correct telephone number is (800) 366-9888. On page 3, in paragraph 5d, the correct telephone numbers are (703) 487-4650 and FTS 487-4650.

C-29 On page 2, in paragraph 5, the second line in the address block should be corrected to read Regulations Analysis Division (KMR).

**NOTICE.** On December 22, 1991, the Regulations Branch (KMPR)--the GSA organizational unit responsible for publishing the FIRMR--became the Regulations Analysis Division (KMR). Most of the above "pen and ink" changes reflect that change. The Regulations Analysis Division has the same telephone number(s) as the former Regulations Branch.

**Point of Contact.** Questions concerning your agency's distribution of Transmittal Circulars or the FIRMR should be directed to your agency's GPO Liaison Officer. If additional assistance is needed, please contact R. Stewart Randall, Jr., Regulations Analysis Division (KMR), at telephone (202) 501-3194 (v) or FTS, 241-3194 (v) or (202) 501-0657 (tdd) or FTS, 241-0657 (tdd).



FRED D. SIMS  
Deputy Assistant Commissioner  
for Information Resources  
Management Policy

1. Purpose. This bulletin provides information on the Interagency Committee on Medical Records (ICMR) to reflect its background, responsibilities, functions, membership, and meetings.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled or superseded.

3. Contents.

<u>Topic</u>	<u>Paragraph</u>
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Functions.....	10
Membership.....	11
Appointment of members.....	11a
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List of Agencies in Alphabetical Order.....	Attachment A

4. Related material.

- a. FIRMR 201-4.001, Definitions
- b. FIRMR 201-9.202-1, Standard and Optional Forms Management Program
- c. FIRMR Bulletin B-3, Standard and Optional Forms Management Program

TC 90-3

Attachment

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION  
APPENDIX B

6. Definition. "Standard Form" means a form prescribed by a Federal agency, pursuant to its authority, and approved by GSA for mandatory Governmentwide use.

7. FIRMR requirement. FIRMR 201-9.202-1(b)(10) requires each agency to coordinate all matters concerning health care-related Standard Forms through the Interagency Committee on Medical Records.

8. Background.

a. The ICMR was established at the direction of President Truman in 1946 at the recommendation of a committee appointed by the President to study the integration of Federal Medical Services. At the end of its study, the committee recommended: "That a joint committee of representatives of the Veterans Administration, Army, Navy, and Public Health Service be appointed to study and make recommendations on a common system of medical records and disease nomenclature." This recommendation was implemented by the then Bureau of the Budget (BOB).

b. In 1949, the Air Force became a member of the ICMR. In May 1967, organizational oversight of the Committee was transferred from the BOB to the General Services Administration, National Archives and Records Service (GSA/NARS) which had responsibility for the Standard and Optional Forms Management Program. Later that program became part of the Information Resources Management Service (IRMS) of GSA. In the 1980s, the Indian Health Service, representing the Public Health Service, U.S. Department of Health and Human Services (HHS), became a member of the Committee. The Office of Health Affairs, U.S. Department of Defense (DOD), was added as a member in 1987. In 1990, the Committee was expanded to include: the Agency for Health Care Policy and Research/HHS, the Health Resources and Services Administration/HHS, the National Institutes of Health/HHS, the Federal Bureau of Investigation/U.S. Department of Justice (DOJ), the U.S. Marshals Service/DOJ and the Office of Medical Services/U.S. Department of State.

10. Functions. The functions of the ICMR are to:

- a. Develop and review proposed new medical Standard Forms to meet the needs of Federal medical services in documenting health care;
- b. Review and revise existing health care-related Standard Forms to improve quality;
- c. Recommend approval or disapproval of exceptions to health care-related Standard Forms in accordance with the provisions of Part 201-9.202-1 of Title 41 of the Code of Federal Regulations; and to
- d. Cancel health care-related Standard Forms when no longer needed.

The Committee may designate subcommittees, task forces, or ad hoc working groups in performing its functions.

11. Membership. The ICMR is composed of a member and an alternate to represent each Federal agency with a major medical service. Staff from the GSA assists the Committee by providing technical assistance and coordination in the design, construction, and clearance of Standard Forms. Committee membership may be modified as changes in the structure of the Federal Government necessitate. A list of the agencies currently represented appears in Attachment A. Agencies represented on the ICMR will bear all administrative costs associated with member attendance and support.

a. Appointment of members. Members and alternates are appointed by each represented agency and are senior individuals performing the medical records and information management/records administration function. When represented agencies make changes in their designees, they should notify the current Chair of the names, addresses, and telephone numbers of the new members and

represented agency. The Chair rotates alphabetically to another represented agency every two years. The Federal agency assuming the Chair function of the Committee appoints a physician to serve as Chair and sends written notification of the name, mailing address and telephone number of the designated person to GSA (IRMS/KMPS), 1800 F Street, NW, Washington, DC 20405. This individual serves on the ICMR in addition to the regular member and alternate from the agency. The term of the Chair is two years. However, when a need arises, and the ICMR and the involved agency concur, a term may be interrupted and a new appointment made.

c. Voting. Each member agency is entitled to one vote. The appointed member, or in his/her absence the alternate, exercises the vote. The Chair votes only in the case of a tie. The GSA representative is non-voting staff to the Committee. As a matter of policy, all issues addressed by the ICMR are resolved by majority vote of not less than 75 percent of the total membership. Dissenting votes, along with accompanying comments, are included in meeting notes. Matters so resolved are sent to GSA for appropriate implementation/action. When neither the member nor the alternate is able to attend a meeting, the represented agency may vote on items before the Committee by sending proxies to the Chair prior to the scheduled meeting.

## 12. Responsibilities.

a. The Chair (and chairing agency) is responsible for: scheduling and conducting all meetings of the ICMR; answering inquiries related to the ICMR; developing and distributing meeting agenda prior to scheduled meetings; tracking items of unfinished business; coordinating actions of the Committee including attendance rosters, minutes, and data files containing pertinent information supporting the action items of the Committee; oversight and scheduling of a periodic review of all health care-related Standard Forms; and serving as a liaison with other Federal or civilian agencies in matters related to medical records. In addition, the ICMR Chair signs requests for the approval, cancellation, or exception of medical Standard Forms, once they have been reviewed and acted upon by the Committee, and sends the signed actions to the address shown in paragraph 5

or send an alternate, and as requested, present agenda items and provide pertinent data necessary to address issues identified or resolve actions pending. In the absence of both the member and the alternate, agencies may submit proxy votes as outlined in paragraph 11c.

13. Meetings. The ICMR meets quarterly at a site determined by the Chair. Special meetings may be called to facilitate the business of the Committee.



Thomas J. Buckholtz  
Commissioner  
Information Resources  
Management Service



Department of the Army, DOD  
Department of the Navy, DOD  
Federal Bureau of Investigation, DOJ  
Health Resources and Services Administration, HHS  
Indian Health Service, HHS  
National Institutes of Health, HHS  
Office of Medical Services, DOS  
U. S. Marshals Service, DOJ  
Veterans Health Services and Research Administration,  
DVA



SUBJECT: Federal ADP and Telecommunications Standards Index

1. Purpose. This bulletin advises Federal agencies of the availability of the GSA handbook titled "Federal ADP and Telecommunications Standards Index."

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Contents.

<u>Topic</u>	<u>Paragraph</u>
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Cancellation.....	8

4. Related material.

- a. FIRMR 201-20.303 - Standards
- b. FIRMR 201-39.1002 - Federal Standards
- c. FIRMR Bulletin A-2

5. Information and assistance.

General Services Administration  
Standards Branch (KMPS)  
18th and F Streets, NW  
Washington, DC 20405

Telephone: (202) 501-1180 or FTS 241-1180

TC 90-3

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION  
APPENDIX B

terminology for use in requirements documents, including solicitations, for each standard. The index is revised biannually.

b. In addition to approved terminology contained in Chapter 4 of the index, Appendix A provides proposed draft terminology for recently approved Federal Information Processing Standards (FIPS) and Federal Telecommunications Standards (FED-STD). The draft terminology, which is currently undergoing final review and approval by GSA, is included as a guide in the use of the new standards in requirements documents, including solicitations. However, agencies are advised that caution should be employed in using the draft terminology as set forth in Appendix A before its approval and incorporation in Chapter 4 of the index.

c. The index also includes a chapter categorizing standards by subject matter and a chapter containing National and International ADP and telecommunications standards which may be used in solicitations.

## 7. Availability.

a. The index is available on CD-ROM (Compact Disc - Read Only Memory) and on paper from GPO. The CD-ROM disc also contains certified copies of the FAR, FIRMR, and selected other information resources management documents. FIRMR Bulletin A-2 describes the availability of the CD-ROM from GPO.

b. Copies of the index may be purchased from:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402

Telephone: (202) or FTS 783-3238.

The GPO stock number is 722-008-00000-6 and the price is \$4.00 for a single copy or \$6.00 for both biannual (April and October) copies.

8. Cancellation. FIRMR Bulletin C-3 is canceled.

*Thomas J. Buckholtz*

Thomas J. Buckholtz  
Commissioner  
Information Resources  
Management Service



1. Purpose. This bulletin provides a listing of outdated FIP equipment and guidelines for determining whether FIP equipment is obsolescent.
2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled or superseded.
3. Contents.

a. This bulletin provides information on the following topics:

<u>Topic</u>	<u>Paragraph</u>
Related material.....	4
Information and assistance.....	5
Definitions.....	6
Acronyms.....	7
Background.....	8
Guidelines for determining obsolescence.....	9
Agency action.....	10
GSA action.....	11
Submission of comments.....	12
Cancellation.....	13
Outdated FIP Equipment	Attachment A
Manufacturer Abbreviation Codes	Attachment B

4. Related material.

- a. FIRMR Part 201-23 -- Disposition.
- b. FIRMR Subpart 201-20.2 -- Analysis of Alternatives.
- c. FIRMR Bulletin C-2 -- Disposition and reuse of FIP equipment.
- d. FIRMR Bulletin C-29 -- Acquisition of used computer equipment by the Federal Government.

TC 90-3

Attachments

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION  
APPENDIX B

6. Definitions.

"Outdated FIP equipment" means any FIP equipment over eight years old, based on the initial commercial installation date of that model of equipment, and that is no longer in current production.

7. Acronyms.

ADP	Automatic Data Processing
FIP	Federal Information Processing
OEM	Original Equipment Manufacturer
SF	Standard Form

8. Background.

GSA manages a Governmentwide FIP equipment reuse program to encourage the reuse of economically viable FIP equipment and to discourage the use of outdated FIP equipment. Outdated FIP equipment should not be reused within the Federal Government unless an analysis is conducted in accordance with FIRM subpart 201-20.2 that shows reuse of the outdated equipment will be the most advantageous alternative for satisfying a FIP requirement. Although outdated FIP equipment may help solve a short term problem, it tends to perpetuate costly information processing solutions. When reported by agencies as excess, outdated FIP equipment is ordinarily removed from the Federal inventory for disposal as surplus equipment.

9. Guidelines for determining obsolescence.

a. Outdated FIP equipment may be characterized by one or more of the following factors:

(2) The operating system of the FIP equipment is no longer supported by the OEM;

(3) Records indicate a degradation in the reliability of the equipment and show adverse effects on the supported mission;

(4) An increasingly higher portion of the overall operating costs is being applied towards the maintenance of the FIP equipment;

(5) The energy consumption, including necessary environmental control, is relatively high;

(6) The FIP equipment is not compatible with recent and more cost-effective software enhancements, such as automatic documentation, data dictionaries, coding optimizers, and extensive software libraries;

(7) The FIP equipment is not compatible with recent more cost-effective hardware enhancements and newer technology such as newer model storage units, tape drives, and controllers.

b. If one or more of the above factors applies to outdated FIP equipment, an obsolescence review should be performed on the equipment, in accordance with FIRMR section 201-20.203, to determine whether cost savings are obtainable with newer technology.

10. Agency action. Agencies should include the notation "Outdated FIP equipment" for all computer or telecommunications equipment meeting the definition when reporting excess or exchange/sale equipment to GSA on the SF 120.

11. GSA action. GSA periodically updates a listing of outdated FIP equipment to be used in agency analyses for obsolescence. Attachment A contains the listing of specific make and model FIP equipment with original acquisition costs above \$100,000

12. Submission of comments. GSA welcomes suggestions and comments for updating Attachment A. Comments, including substantiating data, should be sent to:

General Services Administration (KMR)  
18th and F Streets, NW.  
Washington, DC 20405

13. Cancellation. FIRMR Bulletin C-27 is canceled.



THOMAS J. BUCKHOLTZ  
Commissioner  
Information Resources  
Management Service

BTI	5840/50/60		CYBER 170/875 DUAL	FUJ	M 140/150
BUL	8000		CYBER 171,172,173,174,175,176		M 320/340
	COMSHARE/XEROX		CYBER 180 Series		M 360
	DPS 6/43,47,48,53,57,75		CYBER 180/835	GLO	M 80/3,4,20
	DPS 6/92,95,96		CYBER 203,205		M 80/30,31,43
	DPS 7		OMEGA 480,1,2,3	HAR	MIND
	DPS 8/20,44,44 DUAL,47,49		SYSTEM 17		Series 100,200,1X5
	DPS 8/52,62,70		1600 Series		Series 5X0
	DPS 88/81,82		1700 Series		H80, H100, H300, H500
	GAMMA10,30		3000 Series		H700, H800
	G 100,200,400		6000 Series	HIT	AS/3,4,5,6
	G 600		7600		AS/3000,5000,6100,6620
	G 3010/3012		STAR 100		AS/6630,6650,7000,7031
	G 6023/25		G20		AS/8040,8050,9000,9040
	G 6180	CON	CADAM		AS/9050,9060,9070AP,9080AP
	H LEVEL62,64		8/32	HON	See (Bul)
	H 4/1400		3230/40/50	HPC	3000 I, II, III
	H 8/1800	CRY	1A, 1B, 1S		3000-30,33,39,40,44,64
	H 64/30		XMP/22,24,28,216	IBM	360 Series
	H 66/DPS/BC	DEC	PDP-6 Series		370 Series
	H 66/05/07/40/60/80/440/520		PDP-8,9,9L		1130
	H 68/DPS		PDP-11 Series (Excluding		1400 Series
	H 68/80		models 93 & 94)		1620
	H 105/115		PDP-12 Series		3031,3032,3033
	H 125		PDP-15 XVM		3081 D,G,K
	H 1015/2015		VAX 11/730,750,780,782,785		3083 B,E,J,C
	H 1200		DEC SYSTEM 1040/50		4321, 4331-1, 4331-2
	H 2040		DEC SYSTEM 1060/70		7000 Series
	H 2050/2060/2070		DEC SYSTEM 1080/90		SYSTEM 38
	H 2200		2020/40/50/60	IPL	4436,4443,4445,4446
	H 3200	DEN	HEP		4460,4480
	H 4200	DGC	ECLIPSE AP/1	MAI	110,200,210,310,400,410
	H 6030/6040		ECLIPSE C/150		510,600,610,700,710,730
	H 8200		ECLIPSE C/300,330,350		S10
	116/316/416/516		ECLIPSE S/100,120,130		8000 Series
			ECLIPSE S/140,200,230,250	MCD	Series 4000
			M600		1600, 9000 Series

	CENTURY 200, 201, 251	B 6500, 6700, 6800, 6900
	CENTURY 300	B 7700, 7800
	8130, 40, 50	S 111
	8270, 8350, 8370, 8410	S 90/25, 30, 40, 60, 70, 80
	8430, 8450, 8455, 853511	S 9700
	854511, 8550, 8555, 855511	S 301
	8560, 8565, 856511,	S 418 I, II, III
	8570, 8575, 857511, 8580	S 491, 492, 494
	8585, 858511, 859511, 8635	S 501
	8645, 8650, 8655, 8670	S 620/L
	8835/45/55, 9010, 9020	S 620/I, 1004, 1005, 1050
NOR	ND 500 Series	S 1100/10/20/40/60
PRI	500, 550, 55011, 650	S 1100/80/81/82/83/84
	750, 850, 9950	S 1106, 1108, 1110
QAN	64 Series	S 9400/80
SHR	SERVER 500, 700	S SPECTRA 70/3, 15, 35, 45, 60
SIE	8890 Series	S SPECTRA 70/46, 55
STR	FT200, FT250	S SPECTRA 1600
SYN	N+1	S SYSTEM 80-8
TDM	NONSTOP I, II	WAN 2200 (including VP & MVP
		VS-50, 80, 90, 100)
		XDS SIGMA-N (ALL Models)
		940
		550/560

BUL	BULL H N INFORMATION	MAI	BASIC FOUR CORPORATION
CAM	CAMBEX	MCD	MCDONNELL DOUGLASS CORPORATION
CDC	CONTROL DATA CORPORATION	MOD	MODULAR COMPUTER SYSTEMS
CON	CONCURRENT COMPUTERS	MOT	MOTOROLA COMPUTER SYSTEMS
CRY	CRAY RESEARCH	NCR	NATIONAL CASH REGISTER
DEC	DIGITAL EQUIPMENT CORPORATION	NOR	NORSK DATA
DEN	DENELCOR	PRI	PRIME
DGC	DATA GENERAL CORPORATION	QAN	QANTEL
DSC	DIGITAL SCIENCE CORPORATION	SHR	SHAREBASE CORPORATION
ENC	ENCORE COMPUTER	SIE	SIEMENS
FOR	FORMATION	STR	STRATUS COMPUTERS CORPORATION
FPS	FPS COMPUTING	SYN	SYNAPSE
FUJ	FUJITSU	TDM	TANDEM COMPUTERS
GLO	GLOBAL U.S.I.	UNI	UNISYS
HAR	HARRIS	WAN	WANG
HIT	HITACHI DATA SYSTEMS	XDS	XEROX DATA SYSTEMS
HPC	HEWLETT-PACKARD CORPORATION		



SUBJECT: Replacement of, and screening for, Federal Information  
processing (FIP) equipment under exchange/sale  
authority

1. Purpose. This bulletin provides guidance on the transfer, sale or exchange of FIP equipment pursuant to the provisions of the Federal Information Resources Management Regulation (FIRMR) 201-23 and the Federal Property Management Regulation (FPMR) 101-46.

2. Expiration Date. This bulletin contains information of a continuing nature and will remain in effect until canceled or superseded.

3. Contents. This bulletin addresses the following topics:

<u>Topic</u>	<u>Paragraph</u>
Related materials.....	4
Information and assistance. ....	5
Definitions.....	6
Acronyms.....	7
General.....	8
Conditions/considerations for exchange/sale transactions .....	9
Consideration of age and condition of exchange/sale property.....	10
Reporting.....	11
The Process for Conducting Transactions under Exchange/Sale Authority.....	Attachment A

4. Related material.

FAR PART 6  
FAR PART 14  
FAR PART 15  
FIRMR 201-23  
FIRMR 201-39  
FIRMR Bulletin C-2  
FPASA, Title II, Subsection 201(c)

TC 90-3

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION  
APPENDIX B

bulletin may be obtained from:

General Services Administration  
Regulations Analysis Division (KMR)  
18th and F Streets, NW  
Washington, DC 20405

Telephone: (202) 501-3194 (v) or FTS 241-3194, or  
(202) 501-0657 (tdd) or FTS 241-0657 (tdd)

Additional information on the exchange/sale program may be obtained from GSA/KMAS by calling 202/501-1566 or FTS 241-1566. Information on the sales program may be obtained from the GSA/FSS Central Office by calling 703/557-0807 or FTS 557-0807 or by contacting regional sales office.

6. Definitions. For purposes of this bulletin, terms related to exchange/sale are defined as follows:

a. "Excess personal property" means personal property under the control of any Federal agency which is not required for its needs and the discharge of its responsibilities, as determined by the head thereof. (See FPMR 101-43.001-6.)

b. "Exchange" means to replace a non-excess personal property item by trade or trade-in with the supplier of the replacement item when the value of the replaced item is used to reduce or offset the cost of the acquired item. The supplier may be a Government agency, commercial or private organization, or an individual. (See FPMR 101-46.001-3.)

c. "Sale" means the sale of non-excess personal property, from which the proceeds will be applied to the cost of replacement property.

d. "Exchange/sale" means the disposition of property that is not excess to agency needs but eligible for replacement, which is exchanged or sold under the provisions of FPMR 101-46 in order to apply the exchange allowance or sales proceeds to the acquisition of similar or like items.

e. "Fair market value" means the best estimate of the gross proceeds that would be recovered if the property were to be sold by competitive bid, or the dollar value offered on a trade-in basis.

## 7. Acronyms.

CBD	Commerce Business Daily
FIP	Federal information processing
FMV	Fair market value
FAR	Federal Acquisition Regulation
FPASA	Federal Property and Administrative Services Act
FPMR	Federal Property Management Regulations
FSS	Federal Supply Service
OAC	Original acquisition cost
OF	Optional form

## 8. General.

a. This bulletin is intended to assist Government agencies and vendors in understanding the existing regulatory process associated with the exchange or sale of FIP resources.

b. Subsection 201(c) of the Federal Property and Administrative Services Act (FPASA) of 1949, as amended, provides the authority under which an executive agency may sell or exchange similar or like items. It authorizes the exchange allowance or proceeds from sales to be applied against replacement property costs, and requires all transactions of this type to be evidenced in writing. Policies and methods governing the use of the exchange/sale authority are contained in FPMR Part 101-46.

c. An exchange/sale transaction offers an alternative for replacing FIP equipment that no longer adequately serves the purpose or function for which it was acquired.

d. Methods by which an exchange/sale transaction can be effected include:

(1) a reimbursable transfer between two agencies;

(2) an exchange or trade-in, of equipment with a non-Government organization for similar equipment, where the exchange/trade-in value will be applied to the purchase of replacement equipment; or

f. If an agency sells FIP equipment before purchasing replacement equipment, proceeds may be credited to the agency's account and made available for acquiring similar replacement equipment during the current or the succeeding fiscal year. If not used in that period, the proceeds are deposited to miscellaneous receipts (unless other disposition is authorized by law). If property is sold after purchase of replacement property, the proceeds may be deposited as reimbursement to the appropriation charged for the replacement items. (See FPMR 101-46.304)

g. If one unit of an agency has FIP equipment that it no longer needs, the equipment may be reassigned to another unit that needs such equipment. If the equipment to be reassigned meets eligibility requirements for exchange/sale, it may be used by the gaining unit in an exchange with a supplier. Sales proceeds from an eligible item sold by one unit may also be applied to the cost of a similar item acquired by another unit. (See FPMR 101-46.302(b) and 101-46.304(c).) Reimbursable reassignments/transfers between two units of an agency should be done in accordance with agency procedures and budgetary or administrative limitations.

h. Sometimes an agency may require an upgrade or other change to an existing system to accommodate growth or for other reasons. If the capability for such a change is not built into the contract initially through some specified option, then competitive procedures must be followed as well as appropriate FIRM provisions regarding delegations of procurement authority (see FIRM § 201-20.305). If options are built into contracts, an agency has an obligation to perform market analyses before exercising an option to ensure reasonable prices. During this process when an agency is considering alternatives, consideration could be given to whether the upgrade/change would be more beneficial than would conducting an exchange/sale for replacement equipment.

9. Conditions/considerations for exchange/sale transactions.

The steps for conducting a transaction using exchange/sale authority are found in Attachment A to this bulletin. Before an agency conducts a transaction under the exchange/sale authority, the basic requirements discussed below should be met.

a. Qualifications for exchange/sale equipment. FIP equipment may qualify as "exchange/sale" equipment if there is a

part, to the acquisition of replacement resources, the replacement equipment must be needed to satisfy a continuing requirement and be similar to the equipment being replaced. (See FPMR 101-46.202(b)(1) and (2).)

b. Required determinations. Prior to conducting an exchange/sale transaction, an agency must determine:

(1) that the equipment meets all eligibility criteria in FPMR Part 101-46 for exchange/sale property;

(2) which method (exchange or sale) is most advantageous to the Government; and

(3) that proceeds from the exchange or sale will be applied to the cost of replacement equipment. If a sales transaction is uneconomical or the exchange allowance is unreasonably low, the equipment should be declared excess and processed in accordance with FPMR Bulletin C-2. (See FPMR 101-46.201-1.)

c. Establishing FMV. FMV must be established to determine the amount of reimbursement from a receiving agency, as allowed for in FPMR 101-43.309-3(b); for inclusion on the SF 120 forwarded to GSA/KMAS (this amount should not be confused with the \$1 million threshold for required reporting); to make a determination pursuant to FPMR 101-46.201-1 (whether exchange or sale will yield the greater return to the Government); to determine whether estimated proceeds will require approval from GSA/FSS for sales, in accordance with FPMR 101-45.105-3(c); and to determine if reasonable prices are bid/offered for sale or exchange/trade-in purposes, if applicable.

Normally when an agency holding equipment that will be replaced conducts an acquisition under the exchange/sale authority, information should be provided in the CBD notice not only on the equipment to be acquired, but on the equipment to be disposed of. The solicitation would provide any necessary details to potential offerors/bidders, and the resulting offers/bids should be sufficient to establish FMV. However, this may not always be the case, and agencies may need to determine FMV in other ways. Some suggestions for establishing FMV follow:

(1) Information may be obtained from the various commercial organizations that monitor/report on market prices for various equipment. The sources known at this time by GSA are:

(2) Market research may be conducted with vendors such as manufacturers, systems integrators, or used computer equipment dealers. Agencies must be cautious, however, in their discussions with potential offerors to a subsequent procurement, since there are penalties associated with releasing procurement-sensitive information. It is suggested that, to avoid these problems, communications be coordinated with the contracting officer.

(3) Prior Government sales can be surveyed, but they may not always be reliable. Other agencies as well as GSA/FSS regional offices may be contacted, but the timeliness of available information and the manner in which it was obtained (competitive or in other ways) should be considered. If a significant period of time has lapsed since a sale, prices may vary significantly.

d. Validating FMV. It is recognized that, in reimbursable transfers and potential exchanges, the true value of an item may be difficult to determine. In order to ensure that the holding agency will receive the FMV of the equipment to be exchanged or sold (and to ensure that the receiving agency pays only the FMV), an agency may wish to validate the FMV established by the Government for the equipment to be disposed of. One way to do this, if an agency elects to do so, is to publish a notice in the CBD of the available equipment, without disclosing the dollar value established by the Government. This allows an agency to decide whether a transfer or solicitation would be in its best interests. If a receiving agency questions the methodology used to determine the FMV by a holding agency, it may use the methods shown in paragraph 9.c. above for validation purposes.

e. Screening. FIRMR 201-23 requires screening for other Federal agency needs prior to disposal actions. If an intra-agency need is identified, reassignments may be made in accordance with agency procedures. Reporting to GSA/KMAS for screening is not required if an intra-agency reassignment is to be made. If the component OAC of the equipment is under \$1 million, it may be screened and disposed of in accordance with agency procedures, including deciding which agency receives the equipment if multiple needs are identified, or in accordance with GSA/FSS procedures. If the component OAC is \$1 million or more and the equipment is not outdated and is not reassigned within the agency, it must be reported to GSA/KMAS for

expedite the process.

(1) Searching for other sources for the equipment to be replaced, even when GSA screening is required. This is especially helpful where the electronic capability to communicate with other agencies exists.

(2) Communicating with property officers of other agencies.

(3) Parallel intra- and interagency screening before submission to GSA. If another agency's need is identified early, it may not be necessary for either the receiving agency or the holding agency to issue a solicitation (for equipment to be replaced).

(4) Beginning the screening and solicitation process simultaneously. FIRM 201-23.003(d) allows exchange/sale transactions to be initiated in parallel with interagency screening, but screening must be completed prior to concluding the transaction. If a Federal need is not identified by the time the solicitation is complete, the solicitation could be issued with the understanding that if a need is identified prior to award, then the Government may make an award only for replacement equipment. There are pros and cons to this method. The positive side is that, if a Federal need for the equipment is not found (1) the procurement process will be significantly shortened and (2) the best possible prices would be obtained. On the negative side, if another agency's need is identified and a determination is made to transfer the equipment, (1) valuable resources would have unnecessarily been expended, (2) the process will be longer, and (3) prices for the available equipment may have dropped. As an alternative to the above possibilities, an agency could combine the two, preparing only the essential documentation, and where resources may be available without other agency programs being negatively affected, work on a solicitation could proceed to the point it is ready for issuance immediately upon knowing if an a transfer will be made.

(5) Requesting deviations from the requirements for the full screening periods normally observed in situations where conditions may require that equipment to be replaced be moved quickly, or where other urgent conditions exist.

f. Reimbursable interagency transfers. If a recipient is found in the screening process, the agency receiving the equipment shall pay FMV. If the agency is willing to pay

g. Competition/solicitation considerations. If screening does not identify other Federal needs, and an exchange/sale solicitation will be issued, FIRM 201-23.003(d) directs agencies to follow the contracting policies and procedures in FIRM 201-39 and the Federal Acquisition Regulation and the policies and procedures on exchange/sale in FPMR 101-46. Acquisition personnel should also comply with agency policy or procedures on exchange/sale. There are some differences in the process for exchanges and sales. If a solicitation for an exchange or trade-in is used, FAR/FIRM procedures should be used. If a sale is conducted, FPMR 101-45 procedures must be followed. There are differences in the manner in which an exchange or a sale is conducted, and in the way solicitations are prepared. Guidance on these differences is included in Attachment A.

10. Consideration of age and condition of exchange/sale property. Reimbursable transfers of older equipment between Federal agencies should be carefully considered. When an agency has a need for FIP resources, it should consider whether or not the used equipment available from another agency will be the most advantageous alternative to the Government. Outdated computer equipment is not made available for transfer and reuse within the Government unless its use is specifically justified as necessary to satisfy agency needs. A review of FIRM Bulletin C-29 may be helpful in making this decision. FPMR 101-46.202(c)(8) prohibits the sale of new/unused equipment for exchange/sale purposes.

11. Reporting. Agencies must report summary information on exchange/sale transactions to GSA/FSS as required by FPMR 101-46.305 for annual reporting to Congress. If no exchange/sale transactions are conducted, a negative report to that effect is also required. Reports are forwarded to the General Services Administration (FB), Washington, DC 20406.



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paragraph 10.a of this Bulletin, FPMR 101-46.200 and 101-46.202.)

Note: For purposes of determining if an item is "similar" in order to qualify for exchange/sale, FPMR 101-46.202(b) should be reviewed. The key is that the replacement equipment will perform substantially all of the same functions/tasks as the equipment being replaced. Similar equipment can be one item for another item, or a number of components comprising a system. In the latter case, similarity would be to the system as a whole - not component by component. Some examples are:

a CPU may be replaced by a newer CPU;

older PCs may be replaced by newer PCs;

older printers (whether or not they are all the same make/model when being disposed of in the aggregate) may be replaced with newer printers;

keyboards may be replaced with newer keyboards that provide better service;

newer storage devices may replace older storage devices;

controllers may replace controllers, even if the manufacturers are different, or

a desktop publishing system may replace an older system (this is considered as a whole not on a component basis).

In larger systems that are being replaced, consideration should be given to the functions/tasks/purpose of the system, as a whole - not to each individual component. However, FIP equipment that is serving one purpose cannot be used to replace different items to serve different purposes. For example, printers should not be procured to replace disk drives, or a CPU should not be procured to replace a number of different items.

2. Prepare a written determination that the exchange allowance or sales proceeds will be applied to the cost of replacement resources. This determination must be made no later than the time of exchange or sale, or at time of acquisition if replacement equipment is acquired before disposition of equipment to be replaced. (See FPMR 101-46.202(b)(4).)

11. Determine whether an exchange or sale will obtain the maximum return to the Government. (See FPMR 101-46.201-1.)

5. If the equipment to be replaced is not reassigned within the holding agency, and the component OAC is \$1 million or more, it is reported to GSA/KMAS on an SF 120 for interagency screening. The SF 120 should identify the equipment as "exchange/sale property under 41 CFR 101-46." (See FIRM 201-23, FIRM Bulletin C-2 and FPMR 101-46.201-2(a)). If the OAC is under \$1 million, the holding agency may screen and dispose of the equipment in accordance with holding agency or GSA/FSS procedures. See paragraph 10.d of this bulletin for suggestions on ways to expedite the screening process.

6. If a Federal need is identified, agencies may arrange for a transfer with reimbursement on an FMV basis, using an SF 122, to be processed by GSA/KMAS if the OAC is \$1 million or above, or between the two agencies if under \$1 million. No further action is required. If no Federal requirements are identified, steps subsequent to this paragraph apply.

7. If an acquisition is conducted under the exchange/sale authority with an entity other than a Federal agency (for other than a straight sale), no reporting other than that in Paragraph 5 above, and annual reporting, is required. A solicitation (sealed bid or negotiated) may be issued. Following are some requirements and considerations that may help in conducting these acquisitions.

a. The solicitation should identify the acquisition as an exchange/sale or one involving replacement resources.

b. Acquisitions must be publicized in accordance with FAR Part 5.

c. Solicitations should provide details on the available equipment, to include: make and model; serial numbers; condition and age of equipment; known defects or needed repairs; information on certifications for maintainability from the original equipment manufacturer, availability for inspection, location, and contact; available information on maintenance history; and any other pertinent information that prospective bidders/offers may need. (Agencies should ensure that there are no manufacturer/contractor restrictions on resources to be disposed of.)

the Government equipment and provide replacement equipment or offers of exchanges on a component basis. There may be situations where one offeror may provide only an offer for the equipment being held by the agency. Another offer may be made to provide newer equipment, but not for the equipment to be replaced. Agencies should consider the flexibility they may need to evaluate various types of offers in order to select the most advantageous alternative for the Government.

f. Solicitations should request offers with an exchange allowance and without an exchange allowance. This allows award for the replacement equipment even if the equipment available for exchange is transferred to another agency. The agency should consider if it would be advantageous to request/allow line item or component pricing. Component pricing helps establish FMV for each item. Since prices fluctuate for used equipment, the solicitation should require that offerors specify time periods for which bids/offers are good. This is important where more than one set of prices may be offered and prices to which the offerors may be bound may be dependent on award date.

g. If an agency wishes to retain the option to consider all offers, the solicitation must reflect this flexibility. It is essential that prospective bidders/offers understand how evaluations of various alternative offers will be conducted and a source(s) selected.

h. If an agency elects to start the screening process simultaneously with the solicitation process, the solicitation should provide appropriate information to prospective offerors. (See paragraph 9.e(4) on page 7.)

8. If only a sale is to be conducted, in addition to steps 1-6 above the following process is followed:

a. If proceeds are not expected to exceed \$5,000, an agency can conduct the sale, but must provide advance notice to the GSA/FSS regional sales office. For sales proceeds anticipated to be above \$5,000, the agency must forward a written request (no forms needed) for approval to the appropriate GSA/FSS regional sales office. If a request to sell is not made by an agency, and the equipment is \$1 million or over, if GSA/KMAS does not identify a Federal need through screening, the SF 120 submitted under paragraph 5. above will be forwarded by GSA/KMAS to the GSA/FSS central office for sale. Proceeds will be returned to the agency if requested. If the agency is requesting that

b. All sales by holding agencies must be conducted under the "limited sales by holding agencies" authority in FPMR 101-45.304-3. A sales offering must be prepared using OF 15 that describes property, including any known defects or repairs required, states payment terms, and includes any special terms and conditions.

c. Advertise the sale, in accordance with FPMR 101-45.304-3(a) and 101-45.304-7, by posting OF 15 in public places, CBD notice, direct mailings, and any other advertising method, at least 10 days in advance of sale. If the OAC of property to be sold is \$250,000 or more, a notice is required to be published in the CBD at least 20 days prior to bid opening or date of sale. (See FPMR 101-45.304-7.)

d. Prepare an abstract of bids from the sale (see FPMR 101-45.304-3(d)) to determine the highest bidder, and prepare a sales contract on OF 16, "Sale of Government Personal Property." (See FPMR 101-45.304-3(f).)

e. Forward the sales results to the appropriate GSA regional sales office within 10 days of the sale, with copies of OF 15 and OF 16, the bid abstract, and the property listing. (See FPMR 101-45.304-3(i).)

Note: Negotiated sales, if determined to be in the best interest of the Government, must be conducted according to the limitations and guidelines provided in FPMR 101-46.303. The appropriate GSA regional sales office should be contacted for assistance as required.

The "Personal Property Utilization and Disposal Guide," referred to in this bulletin is available from GSA/FSS regional offices or the GSA Centralized Mailing List Service, P.O. Box 6477, Ft. Worth, TX 76115 (Mailing List Code: PUDG0001). It provides helpful information on the exchange/sale process. Agencies are encouraged to use this Guide in conjunction with FPMR 101-46.

1. Purpose. This bulletin provides guidance regarding the use of the metric system in the acquisition of FIP resources.

2. Expiration Date. This bulletin will remain in effect until canceled.

3. Contents.

<u>Topic</u>	<u>Paragraph</u>
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4. Related material.

ANMC's "Guidelines for Metric Transition of Software"  
DOC's "Metric Conversion Policy for Federal Agencies"  
FAR 10.002 Policy  
Fed. Std. 376A "Preferred Metric Units For General Use By The  
Federal Government"  
NIST Special Publication 811 "Guide for the Use of the  
International System of Units"  
NTIS's "Metric Handbook for Federal Officials"

5. Information and assistance.

For general information about the content of this bulletin,  
contact:

General Services Administration  
Information Resources Management Service  
Regulations Analysis Division (KMR)  
18th and F Streets, NW  
Washington DC 20405

Telephone: (202) 501-3194 or FTS 241-3194 (v) or  
(202) 501-0657 or FTS 241-0657 (tdd)

TC-90-3

FEDERAL INFORMATION RESOURCES MANAGEMENT REGULATION  
APPENDIX B

For general information about metric conversion, contact:

American National Metric Council  
1620 Eye Street, NW  
Suite 220  
Washington, DC 20006  
Telephone: (202) 857-0474 (v)

ANMC's guidelines and NTIS's handbook are available from:

Department of Commerce  
National Technical Information Service  
5285 Port Royal Road  
Springfield, VA 22161  
Telephone (703) 487-4650 (v)

Fed. Std. 376A is available from:

GSA Specifications Section, Room 6654  
7th and D Streets, SW  
Washington DC 20407  
Telephone (202) 708-7140 (v)

## 6. Definitions.

"Dual Systems" means the use of both inch-pound and metric systems. For example, an item is designed, produced and described in inch-pound values with soft metric values also shown for information comparison purposes.

"Hard metric" means the use of metric (SI) measurements in specifications, supplies, standards, and services.

"Hybrid Systems" means the use of both inch-pound and hard metric values in specifications, standards, supplies and services.

"Metric System" means the International System of Units (Le Systeme International d'Unites) established by the General Conference of Weights and Measures in 1960. The units are listed in Federal Standard 376A, Preferred Metric Units for General Use by the Federal Government.

ANMC	American National Metric Council
DOC	Department of Commerce
FAR	Federal Acquisition Regulation
Fed. Std.	Federal Standard
FIP	Federal information processing
NIST	National Institute of Standards and Technology
NTIS	National Technical Information Service
Pub. L.	Public Law
SI	International System of Units

## 8. General.

a. Conversion to the metric system of measurement has long been recognized as important to the economic well being of the United States, which is the only industrially developed nation in the world that has not converted to the metric system. World trade is increasingly based on the use of metric measurement. American industry is often at a competitive disadvantage because of its use of nonstandard measurement systems. That disadvantage will grow when the European Community forms a single common market by 1992, using the metric system as its standard unit of measurement.

b. Congress first recognized the importance of using the metric system when it passed the Metric Conversion Act of 1975 (Pub. L. 94-168). This Act made it the policy of the United States to coordinate and plan for the increasing use of the metric system but allowed conversion to the metric system on a voluntary basis.

c. More stringent requirements regarding metric usage are mandated by section 5164 of the Omnibus Trade and Competitiveness Act of 1988 (Pub. L. 100-418), which amended Pub. L. 94-168. This Act designates the metric system of measurement as the preferred system of weights and measures for U.S. trade and commerce. It also requires Federal agencies to use the metric system in procurements, grants, and other business-related activities by a date certain and, to the extent economically feasible, by the end of fiscal year 1992. The statute states

Commitment to the use of the metric system is found in Executive Order 12770 on Metric Usage in Federal Government Programs, dated July 25, 1991. This Order requires executive agencies to use the metric system of measurement in procurements, grants, and other business-related activities by September 30, 1992, or by such other date or dates established by the agency in consultation with the Secretary of Commerce. This Order also establishes specific steps executive agencies must follow in converting to metric, providing training on understanding metric measurement, and requiring policy level review of proposed exceptions to metric usage.

9. Guidelines for the use of metric measures.

a. The designated senior official should ensure that all documents related to the acquisition of FIP resources (e.g., requirements analyses, solicitations, purchase descriptions, Commerce Business Daily synopses) express requirements and specifications solely in metric units of measurement whenever feasible. This may be done by using either hard metrics, if an item is designed using SI, or soft metrics, if an item is designed or normally described in inch-pound values. Documents already in existence need not be converted. Any exceptions to this procedure should be made in accordance with established agency procedures.

b. When use of metric units of measurement is not feasible, agencies may use soft metric, dual or hybrid systems in acquisition-related documents. Dual systems are used when an item is designed, produced, and described in inch-pound values. Both the inch-pound and soft metric values are shown for informational purposes. Hybrid systems are those with some elements of a component expressed in inch-pound values and other elements expressed in metric values. Hybrid systems are used when the agency determines it is not feasible to convert all elements to metric values.

c. Agencies should follow the "Guidelines for Metric Transition of Software" issued by the American National Metric Council. ANMC is a private, non-profit organization dedicated to

d. Agencies should follow Fed. Std. 376A in preparing specifications for engineered products developed for use by the Federal Government. This standard lists preferred metric units (SI units and units accepted for use with SI) recommended for use by Federal agencies. Agencies should use all available means to encourage industry to design products in SI.

e. Agencies should ensure that all personnel involved with the acquisition of FIP resources are adequately trained in the use of metric measurements. GSA offers a correspondence class in metric conversion and a four hour orientation classroom instruction course on metrics that may be of value to agencies in this regard. See paragraph 5 for a point of contact.



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B-2	01/30/91	Interagency Reports Management Program
B-3	01/30/91	Standard and Optional Forms Management Program
B-4	01/30/91	Selecting and Using Stationery and Related Forms
→ B-5	11/22/91	Interagency Committee on Medical Records
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C-7	01/30/91	Trail Boss Program
C-8	01/30/91	Information Accessibility for Employees with Disabilities
C-9	01/30/91	Nonmandatory GSA Services and Assistance Programs
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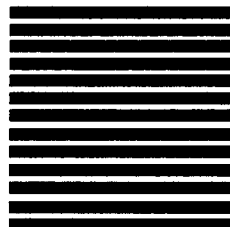


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